



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-MWD-FM

4 January 2006

AREA II COMMAND POLICY #1-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personal Commercial Solicitation on Area II Installations

1. REFERENCES:

- a. AR 210 -7, 22 May 86, Commercial Solicitation on Army Installations.
- b. AR 210-50, 26 Feb 99, Housing Management.
- c. AR 215-1, 1 Dec 04, MWR Activities and Nonappropriated Fund Instrumentalities (NAFI).
- d. AR 60-20, 15 Dec 92, Army and Air Force Exchange Service (AAFES) Operating Policies.
- e. DoD 5500.7-R, 30 Aug 93, Joint Ethics Regulation (JER).
- f. DoD Directive, 13 Feb 86, Personal Commercial Solicitation on DoD Installations.
- g. DoD 4526.6-M, 15 Aug 02, DoD Postal Manual.

2. PURPOSE: This policy establishes procedures for the conduct of commercial solicitation and private business transactions to include sale of goods, products, services, and commodities on Area II Installations.

3. APPLICABILITY: This policy applies to all DoD personnel, family members and agencies on or off-post seeking to solicit products, goods, services or commodities on Area II Installations. This does not apply to: (1) commercial companies providing services under contract in Area II when authorized by the Commander, Area II, (2) an individual who sells their own personal property or privately owned dwelling (i.e. home appliances or goods), or (3) Commander, Area II approved Private Organizations (POs).

4. Commercial Solicitation (private business): Individuals or agencies seeking to conduct commercial solicitation in Area II to include government housing areas must submit an application for solicitation (Appendix A) and a written request to conduct such activities to the Commander, Area II. The request must briefly include the following:

a. Description of products, goods, services or commodities to be sold, to include the individual or agency name, address, phone number, and e-mail.

b. Documentation of registration or licenses, if applicable.

c. General description of fees or charges for goods or services to render.

5. Personal Solicitation of goods or services include, but are not limited to:

a. Independent Consultants (i.e. Pampered Chef, cosmetics, Tupperware, etc.).

b. Individuals offering private lessons (i.e. guitar, self-defense, dance, English, etc.).

c. Individuals selling goods or services (i.e. entertainment services, custom-made items, etc.).

d. Mutual Fund or Insurance Agents (See Appendix A).

6. Responsibilities.

a. The Commander, Area II or his/her designee will approve or deny commercial solicitation permits.

b. The Area II Solicitation Officer Coordinator (ASOC), Director, Morale, Welfare and Recreation (DMWR) will oversee control of commercial solicitation and selling practices on Area II Installations on behalf of the Commander, Area II and perform the following:

(1) Examine credentials and applications of individuals desiring to conduct commercial solicitation and sales activities, and determine the eligibility for permits.

(2) Coordinate permit requests (with recommendations) with the Commander, Area II (or designee). Permits will be valid for one year. It is the responsibility of the permit holder to renew their permit before its expiration date.

(3) Maintain a file of sellers/agents/companies with approved permits.

7. Solicitation Practices. Prohibited solicitation practices include, but are not limited to:
- a. Door-to-door solicitation or selling.
 - b. Solicitation in restricted areas.
 - c. Solicitation of "mass," group or "captive" audiences.
 - d. Making appointments with or soliciting military personnel who are in an "on-duty" status.
 - e. Use of official Identification Cards by retired or reserve members of the Armed Forces to gain access to military installations for the purpose of soliciting.
 - f. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
 - g. Offering rebates to promote transactions or eliminate competition (credit union interest funds to borrowers are not considered a prohibited rebate).
 - h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature.
 - i. Any oral or written representations which suggest or give the appearance that the Department of the Army (DA) or DoD sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
 - j. Solicitation by a DoD employee of another DoD employee who is junior in rank, grade, or position, or of the family members of such junior personnel within their chain of command, at any time, on or off the military installation.
 - k. Assignment of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display signs announcing the name of the company or product affiliation.
 - l. Use of the Area II Weekly Bulletin or any other notice, official or unofficial, announcing the presence of an agent and his/her availability.
 - m. Wearing of nametags that include the name of the company or product that the agent represents.
 - n. Offering of financial benefits, valuables, or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (i.e. pens, pencils, wallets, notebooks, or items normally with a value of \$1 or less).

SUBJECT: Personal Commercial Solicitation on Area II Installations

o. Use of any portion of installation facilities to include quarters, as a show room or store for sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, nonappropriated fund instrumentalities, and private organizations. This is not intended to preclude normal authorized home enterprises.

p. Flyers, bulletins or pamphlets citing addresses or telephone numbers of commercial sales activities conducted on the installation.

q. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.

r. Distribution of literature other than to the person being interviewed.

8. Business Enterprises in Government Quarters. Private businesses in government quarters are authorized under limited circumstances. Government housing will not be altered to accommodate private business endeavors unless authorized by the Commander, Area II. The following practices are prohibited:

a. Use of any portion of quarters as a showroom or store for the sale of goods.

b. Businesses that compete with AAFES or Morale, Welfare, and Recreation activities.

c. Sale of commercial items, such as Tupperware, Avon, The Pampered Chef, Mary Kay Cosmetics, etc.

d. Purchasing of goods at AAFES retail operations or the Commissary in connection with private business.

e. Use of the Military Postal System (MPS) for the transportation of goods for sale or resale (this does not include equipment or materials for use in crafts hobby).

9. Commercial Advertisement. Advertising in Area II is prohibited IAW AR 210-7, with the exception of Private Organizations (which are addressed in paragraph 3 of AR 210-7.). Facility managers are to ensure that commercial solicitation advertisement does not occur at their establishments. This prohibition applies to:

a. The placement of flyers or posters at all Area II Installations for the purpose of solicitation.

b. Hanging of banners.

IMKO-MWD-FM

SUBJECT: Personal Commercial Solicitation on Area II Installations

c. Distributing of product or service literature (e.g., in public places, and on POV's).

10. The proponent for this policy is the Directorate of Morale, Welfare and Recreation (DMWR), Area II Support Activity, Financial Management Branch, 738-4046. This policy memorandum will remain in effect until superseded or rescinded.

11. This Policy Memorandum supersedes Area II Command Policy Memorandum #1-4, SFIM-KO-MW-FM, 15 March 2004, subject as above.



RONALD C. STEPHENS

COL, SC

Commanding

2 Appendixes

1. A. Supplemental Policies-Commercial Insurance Agents

2. B. Solicitation Application

DISTRIBUTION:

A

APPENDIX A

Supplemental Policies Pertaining to Commercial Insurance Agents on Area II Installations

1. References:

- a. AR 210-7, Commercial Solicitation on Army Installations, 22 Apr 86.
- b. USCINPACINST 1740.1p, 19 Apr 91.
- c. USFK Reg 210-7, Commercial Solicitation on Army Installations, 4 Aug 99.

2. Purpose: To establish procedures governing access to Area II Installations by commercial insurance agents.

3. Applicability: This policy applies to all personnel who have responsibilities for the oversight of commercial insurance agents.

4. Definitions: As outlined in Appendix A, USCINPAC Instructions 1740.1P, 19 Apr 91.

5. Responsibilities:

a. Commander, Area II or designated representative:

(1) Appoints an Installation Solicitation Officer (ISO).

(2) Authorizes and establishes procedures controlling insurance sales on Area II Installations.

(3) Establishes written procedures for soliciting of insurance IAW this policy, and the above references.

(4) Issues Department of Defense (DOD) vehicle registration decals for authorized agents in Yongsan and Area II only. USFKwide installation passes/DOD decals will not be issued for the primary purpose of insurance solicitation.

(5) Authorizes and establishes hours of operation for all commercial insurance agents, as follows: 1700–2200 Monday through Friday and 1200–2200 on weekends and holidays.

(6) Signs all approval memorandums authorizing insurance agents to operate on Area II Installations.

b. Director, Morale, Welfare and Recreation (DMWR), Area II:

(1) Exercises staff responsibility for the oversight of commercial insurance agents soliciting on Area II Installations.

(2) Issues installation access passes only for authorized insurance solicitors.

c. Installation Solicitation Officer (ISO) (administered on behalf of the DMWR, Area II and Commander, Area II by the Financial Management Branch, MWR Division, KORO-IMA, Building 1560, Yongsan Main Post):

(1) Provides appropriate guidance to DOD members and solicitors.

(2) Confirms agents are accredited by USFK.

(3) Investigates and resolves complaints of unauthorized soliciting.

(4) Publishes an access list of agents authorized to solicit insurance on Yongsan and Area II Installations.

(5) Prepares approval memorandum authorizing insurance agents to solicit on Area II Installations.

(6) Ensures all agents have been properly briefed on the requirements and limitations, as set forth by applicable regulations and policies.

d. Unit Commanders:

(1) Control access to areas under their jurisdiction.

(2) Appoint a Unit Solicitation Officer (USO) who:

(a) Ensures all agents are in possession of a valid installation access pass and Installation Commander's or designee approval memorandum.

(b) Establishes times and places for all interviews and ensures strict adherence to the established times.

(c) Maintains a log of all agent visits and ensures strict compliance with all applicable regulations, local policies and this Command Policy Memorandum. All violations will be reported to the ISO (Financial Management Branch, MWR Division, KORO-IMA, Building 1560, Yongsan Main Post).

(d) Forwards all written complaints to the ISO who will forward complaints on thru the DMWR, Area II to the Commander, Area II for resolution.

(e) Assists in resolving all complaints to the satisfaction of all parties concerned.

(f) Requires all agents to make an appointment with prospects prior to entering the unit area.

(g) Requires all agents to contact the Unit Solicitation Officer, First Sergeant or Commander prior to beginning an interview.

(h) Ensures that agents do not possess or prepare DD Form 2558 (Authorization to Start, Stop, or Change an Allotment for Active Duty or Retired Personnel) or assist in the administrative processing of such forms.

(i) Ensures that at least seven days elapse between the signing of an insurance application or contract and the certification of an allotment by personnel in pay grades E-1 to E-3.

6. Suspension of Privileges: Suspension of solicitation privileges will be conducted IAW with the due process of AR 210-7, Chapter 4.

APPENDIX B

INSURANCE SOLICITORS INFORMATION SHEET

The following information will be obtained from all solicitors prior to any agent obtaining an installation access pass or being allowed to solicit on Area II Installations. Failure to complete the form will result in the agent being prohibited from soliciting on Area II Installations.

SECTION I (Company History)

1. Agent's name: _____
2. Company's name: _____
3. SSN/KID: _____
4. Agent's address: _____

5. Telephone: _____
6. Company's Address: _____

7. Telephone: _____

SECTION II (Accreditation)

1. Are you and your company accredited? _____
2. Do you possess a valid insurance license? _____
3. State in which licensed _____, Expiration date _____
4. Do you now possess an Area II Installation Access Pass? Yes _____. If yes, expiration date: _____
5. Do you possess an Installation Access Pass from any other installation in Korea? Yes _____. No _____. If yes, other location _____, expiration date _____

SECTION III (Employment History)

1. Years as an insurance agent: _____
2. Years working in Korea: _____
3. Years with present company: _____
4. Have you ever been barred from working in Korea? Yes _____ No _____ (if yes, explain circumstances)

5. Are you now barred from working in any area of Korea? (If yes, area barred from and length of bar)

SECTION IV (In-briefing)

1. Have you received an in-brief regarding solicitation procedures on Area II Installations? Yes _____, If yes, date of in-brief _____
2. Do you understand the solicitation procedures as explained to you? _____
3. Have you received a copy of AR 210-7, Commercial Solicitation on Army Installations? _____
4. Have you received a copy of USCINCPAC Instruction 1741.1P? _____
5. Have you received a copy of USFK Regulation 210-7? _____

SECTION V (Acknowledgement)

I, the undersigned, affirm that I have received, read, and understand all regulations, policy memorandums and instructions regarding commercial solicitation on Area II Installations. I also understand that any violation or noncompliance of the regulations, policy memorandums and instructions will result in suspension of solicitation privileges for me, my employer, or both.

Signature/Date